

APPENDIX DNON-GOVERNMENT STANDARDSA. GENERAL

Nationally and internationally recognized technical, professional, and industry associations and societies (hereafter referred to as "non-Government standards bodies (NGSBs)") prepare standards, many having potential application in the Department of Defense. DoD Directive 5000.1 and DoD Instruction 5000.2 (references (b) and (c)) require DoD activities to use NGSS to the maximum extent practical and to participate in the development of standards and other activities of NGSBs. The SD-9 (reference (11)) provides guidance information on DoD participation in the development and use of NGSS.

B. PARTICIPATION IN NGSB ACTIVITIES

OMB Circular A-119 (reference (mm)) requires Federal Government participation in the activities of NGSBs. Participation by DoD personnel shall be consistent with the policies in DoD Directives 5500.2 and 5500.7 (references (nn) and (00)).

1. DoD Representation. DoD personnel who participate in the activities of NGSBs at Government expense shall do so as official Department or Agency representatives. Once a NGS has been adopted or a standardization project has been assigned by the LSA to adopt a NGS, the Adopting Activity shall be the official DoD technical focal point for that NGS and represent the Department of Defense on all technical matters related to the NGS. For technical committees or NGS projects that are of interest to the Department of Defense, but have no DoD representation, the appropriate LSA shall be responsible for ensuring DoD representation. The appropriate LSA can be determined by consulting the SD-1 (reference (t)), which identifies a LSA for each FSG, FSC, and standardization area. If DoD representation at a NGSB meeting is not possible, DoD participation may be through correspondence, telephone, or other suitable means.

2. Administrative Fees and Organizational Memberships. Some NGSBs require payment of organizational or individual fees to help offset the administrative costs of participation such as mailing, typing, and reproduction. While policy prohibits paying individual membership fees, there is no restriction on paying administrative fees to cover the costs of authorized DoD representatives. Where administrative fees for individual representatives have been paid,

the Department of Defense must retain the right to substitute alternate personnel. Even though an individual may be named as a regular participant and receives some benefits of participation, the fee has been paid for the DoD activity to have a representative. It is the activity's ~~right~~ to designate someone to represent it. Sometimes, it is in the best interest of the Department of Defense to acquire organizational memberships in NGSBS. This may be done at an activity, Department, Agency, or DoD level depending on the situation.

C. RESPONSIBILITIES

1. LSA . In the area of their assignments, LSAS shall have the following responsibilities:

a. Assign standardization projects for the adoption of a NGS .

b. Seek appropriate DoD representation on NGS technical committees where DoD participation is necessary.

c. Address the potential development and use of NGSS in standardization program plans, and coordinate the plans with the appropriate NGSBS.

d. Work with **NGSBS** to identify future DoD standards needs and seek the establishment of committees in areas not adequately covered by existing groups.

2. Adopting Activities. Adopting Activities shall have the following responsibilities:

a. Adopt NGSS and serve as the DoD technical focal point for those documents.

b. Coordinate draft NGSS with other interested SMAS to solicit comments and identify Custodian and review interest.

c. Resolve and consolidate DoD comments on draft NGSS, and provide DoD comments and positions in time to be considered for inclusion in the approved NGS.

d. Prepare adoption notices for NGSS and submit the notice together with a copy of the approved NGS to the DoDSSP for indexing, stocking, and distribution.

e. Ensure that the DoDISS (reference (n)) lists the latest edition of the adopted NGS.

f. Provide input to the LSA's standardization program plans.

g. Keep the NGSB apprised of DoD needs for new standards, changes required to existing standards to make them acceptable to the Department of Defense, and any problems with adopted NGSS.

D. DOD USE OF NGS

The Department of Defense uses both adopted and unadopted NGSS either directly as acquisition documents, as references in other documents, or as design or reference guides. While NGSS that have not been adopted may be used, action to adopt these documents should be initiated. Usage of a NGS in the DoD suggests it is technically adequate to meet DoD needs, and coordination of the NGS may not be necessary. Since usage is tantamount to adoption, all that may be necessary is the preparation of an adoption notice to address certain administrative information, document Custodians, and perhaps some application guidance. Sample adoption notices are shown in figures D-1 and D-2. Where only a small portion of a NGS is needed, it may be more efficient to directly copy the pertinent portion into the Government document after permission is obtained.

E. REPLACING GOVERNMENT DOCUMENTS WITH NGS

Existing military and Federal standardization documents shall be inactivated for new design or canceled and replaced by NGSS where it can be determined that a NGS meets the users' requirements contained in the document it is replacing. The adoption notice for the NGS and the inactive for new design or cancellation notice for the Government document shall indicate any supersession, substitutability, or cross-reference information. See figure D-2.

I?. ADOPTION OF NGS

Adoption is the expression of acceptance of a NGS for use by the Department of Defense. The main criteria for adoption of a NGS is whether it meets the DoD needs, and if it will be used by DoD users either in direct procurement, as a reference in another document, or as a design or reference guide. The DoDISS (reference (n)) should reflect the most current NGS date. The Department of Defense shall ensure through participation that future revisions, amendments, and other changes to an adopted NGS meet DoD needs. While it is not

mandatory for a NGS to be adopted to be used, adoption is strongly encouraged to provide for document visibility, ensure document availability to DoD personnel, and identify a DoD technical focal point.

1. Adoption Procedures. Adopting Activities should adopt NGSS simultaneously with their final approval by the NGSB. The Adopting Activity should participate in the development of the NGS and solicit input from other interested DoD activities during the draft stages of the NGS. The Adopting Activity can usually determine Custodians and Review Activities by checking the DoDISS (reference (n)) and seeing what activities are interested in similar documents. If the Adopting Activity needs help, the LSA may suggest some Custodians and Review Activities. Once the Adopting Activity determines that a NGS under development can meet the needs of the Department of Defense, the following steps shall occur:

a. If the Adopting Activity determines the Department of Defense will have an interest in the draft NGS, the Adopting Activity shall request a standardization project number from the LSA to adopt the NGS.

b. The LSA shall issue a standardization project number after ensuring that another activity is not already working on a duplicative effort; that the NGS is necessary to meet a DoD need; and that the adoption of the NGS is consistent with standardization goals as expressed in the applicable program plan.

c. The Adopting Activity shall review and forward draft(s) of the NGS to appropriate DoD activities for comment as part of the normal coordination of the draft(s) by the NGSB. Review of drafts may be done under engineering practice studies.

d. The Adopting Activity shall review the comments and submit a consolidated position to the NGS technical committee. The Adopting Activity has the responsibility for determining which comments to forward to the NGS technical committee, and advising DoD activities of any comments not accepted.

e. If comments are satisfactorily resolved and the NGS meets DoD needs, the Adopting Activity shall adopt the document without further coordination. The Adopting Activity shall send the adoption notice together with the approved NGS to the DoDSSP for indexing, stocking, and distribution.

f. If DoD comments are not satisfactorily resolved and the approved NGS does not meet DoD needs, the Adopting Activity shall discontinue the standardization project and inform the LSA of the technical basis for the discontinuation. The Adopting Activity and LSA shall work together to determine an alternative course of action to meet DoD needs. Alternative actions are discussed in Section G., below.

2. Updates to Adopted NGS. Adoption is a one-time event, so it is not necessary to adopt updates for adopted NGSs. Many NGSBS have agreed to automatically send a copy of any updates of their adopted standards to the DoDSSP for stocking and indexing and a copy to the Adopting Activity for information. The SD-1 (reference (t)) identifies those NGSBS that have and have not agreed to this automatic update procedure. If a NGSB has not agreed to this automatic update procedure, then the Adopting Activity must send notice of the latest updates to the DoDSSP. While this automatic adoption procedure ensures the availability of the latest NGS issues for the Department of Defense, it is not a substitute for participation and awareness on NGS technical committees. The Adopting Activity must ensure that DoD requirements are met by any NGS updates. Should an occasion arise when an adopted NGS does not meet the DoD needs, adoption should be withdrawn (see section H. below) .

G. RESOLUTION OF DOD COMMENTS

Preferably, the NGS technical committee will incorporate DoD comments into the NGS. However, if the NGS technical committee rejects essential DoD comments, the Adopting Activity shall reassess the adoption action and appropriately pursue one of the following alternative actions:

1. The NGS technical committee may be willing to set up different classes, grades, or types in the NGS to accommodate different levels of requirements.

2. The NGS technical committee may be willing to include a requirement on a "when specified" basis or through the inclusion of an appendix or supplement.

3. If the NGS cannot be modified to meet DoD needs, the Department of Defense may develop a CID or a Federal specification or standard to meet its commercial acquisition requirements. If possible, the NGS should be adopted and used as the basis for the Government document.

4. It may be possible to adopt the NGS for commercial applications in the Department of Defense, and develop a military document to address unique military requirements and applications with the NGS serving as the basis for the military document.

5. If it becomes apparent that the requirements are uniquely military, then a military document should be prepared. This occurrence should be rare since such determination normally occurs before establishment of a standardization project.

H. WITHDRAWAL OF ADOPTION

Should a NGS no longer meet the DoD need, the requirement no longer exist, or the NGSB cancel the NGS, the Adopting Activity shall issue a withdrawal of adoption notice to indicate that the Department of Defense no longer uses the NGS and provide any replacement or substitution information (see figure D-3) . Withdrawal of adoption notices shall have project numbers and shall be coordinated with the LSA, the Custodians, and the Review Activities. If another SMA does not concur with a proposal by the Adopting Activity to withdraw adoption, that SMA should assume Adopting Activity responsibility and shall submit a DD Form 1865 to the DoDSSP and the LSA. During a dispute, the LSA shall designate Adopting Activity responsibility.

I. ADOPTION NOTICE

The purpose of the adoption notice is to indicate adoption of a NGS by the Department of Defense and provide administrative information. Since the adoption notice applies automatically to all future updates of the NGS, **unless** a withdrawal notice is issued, it is not necessary to prepare an adoption notice for each update or to date the adoption notice. The only time the Adopting Activity must prepare a new adoption notice is if the administrative information changes. The Adopting Activity shall send any new adoption notices to the DoDSSP for printing, distribution, and stocking.

1. Adoption Notice Format. The format of the adoption notice shall be as shown on figures D-1 and D-2. As a minimum, the adoption notice shall include the following information:

- a. NGS identifier.
- b. Date adopted.

- c. Name and address of the Adopting Activity.
- d. Source for obtaining copies.
- e. Custodian and Review Activities.
- f. Project number.
- g. FSG, FSC, or standardization area.
- h. Distribution Statement A.

2. Application or Guidance Information. The Adopting Activity may include application or guidance information. Many NGSBS will include this type of information directly into the NGS or an appendix, and the Adopting Activity should pursue this option before including the information on the adoption notice. Adoption notices shall not contain any mandatory requirements and shall not alter any of the requirements in the NGS.

J. AVAILABILITY CRITERIA FOR ADOPTION

Documents proposed for adoption by the Department of Defense must not only meet technical and policy requirements, but must also be readily available to the Department of Defense and its contractors. Specific availability criteria is negotiated, for the Department of Defense, by the DoDSSP. The basic requirement is that sufficient copies of documents be available, either purchased or printed with permission, to meet DoD needs, and that documents be available to contractors through the NGSB or other readily available source. The NGSBS that have agreed to the terms negotiated by the DoDSSP are listed in the SD-1 (reference (t)). It should be noted that ~~appear-~~ ante on this list signifies only that a NGSB has previously agreed to availability requirements. Such listing should not be construed as either authorizing any particular course of action, or as restricting participation or adoption to only the listed groups.

K. PRINTING AND DISTRIBUTION OF ADOPTION NOTICE AND NGS

For initial adoptions, the Adopting Activity shall send the adoption notice and a copy of the NGS with a printing request (NPP-S0-5604/4) to the DoDSSP for indexing and purchasing of the NGS. For the stocking and indexing of future updates to adopted NGSS, many NGSBS have agreed to automatically send a copy of any updates of their adopted standards to the DoDSSP. Unless there is a change in

the information on the adoption notice, the Adopting Activity does not have to submit a new adoption notice. The SD-1 (reference (t)) identifies those NGSBs that have and have not agreed to this **automatic update procedure**. If a NGSB has not agreed to this automatic update procedure, then the Adopting Activity must send the latest updates to the DoDSSP using the print order form NPPSO 5604/4. The DoDSSP distributes copies of adopted NGSS to DoD activities only. Other Government activities and private sector requesters must purchase copies of NGSS from the appropriate NGSB or some other authorized source. The DoDSSP shall permanently maintain and issue withdrawal of adoption notices, unless the NGS is subsequently readopted.

L. IDENTIFYING AND REFERENCING NGS

NGSS shall be identified by the document number assigned to it by the originating NGSB. When a particular NGS has been approved by more than one NGSB, the DoDISS (reference (n)) shall only list the document identification number assigned by the preparer of the NGS. NGSS should be referenced in standardization documents without citation to a date of issue, revision letter, or other designation. The approval date cited on the NGS is the effective date for Government contractual purposes.

AWS A5.21

ADOPTION NOTICE

AWS A5.21, "Composite Surface Welding Rods and Electrodes," was adopted on (fill in date) for use by the Department of Defense (DoD) . Proposed changes by DoD activities must be submitted to the DoD Adopting Activity: U.S. Army Laboratory Command, Materials Technology Laboratory, ATTN: **SLCMT-MEE**, Watertown, MA 02172-0001. DoD activities may obtain copies of this standard from the Standardization Document Order Desk, 700 Robbins Avenue, Building 4D, Philadelphia, PA 19111-5094. The private sector and other Government agencies may purchase copies from the American Welding Society, 550 N.W. LeJeune Road, P.O. Box 351040, Miami, FL 33135.

Custodians:
 Army - MR
 Air Force - 11

Adopting Activity:
 Army - m
 (Project 3934-0678)

NOTE : THIS IS A FICTITIOUS EXAMPLE CREATED TO ILLUSTRATE FORMAT ONLY.

FSC 3934

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

Figure D-1. Example of Adoption Notice

ADOPTION NOTICE

ASTM C 881, "Epoxy-Resin-Base Bonding Systems for Concrete," was adopted on (fill in date) for use by the Department of Defense (DoD) . Proposed changes by DoD activities must be submitted to the DoD Adopting Activity: Naval Construction Supply Center, Code 156, Port Hueneme, CA 93043-5000. DoD activities may obtain copies of this standard from the Standardization Document Order Desk, 700 Robbins Avenue, Building 4D, Philadelphia, PA 19111-5094. The private sector and other Government agencies may purchase copies from the American Society for Testing and Materials, 1916 Race Street, Philadelphia, PA 19103.

ASTM C 881 should be used instead of **MIL-C-29245**, which was cancelled on January 11, 1990. The following information is provided for cross-reference purposes:

MIL-C-29245

Type I
Type III
Grade 1
Grade 2
Grade 3
Class B
Class c

ASTM C 881

Type I
Type I
Grade 1
Grade 2
Grade 3
Class B
Class C

Custodians:
Army - ME
Navy - YD

Adopting Activity:
Navy - YD
(Project 5610-0507)

NOTE : THIS IS A FICTITIOUS EXAMPLE CREATED TO ILLUSTRATE FORMAT ONLY.

FSC 5610

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Figure D-2. Example of Adoption Notice With Supersession Information

AMS 7730

WITHDRAWAL OF ADOPTION NOTICE

The Department of Defense has determined it no longer has an interest in AMS 7730, "Depleted Uranium Castings," and is hereby withdrawing its adoption of this document as of (fill in date) .

Adopting Activity:
Air Force - 11
(Project MECA-1234)

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AREA MECA

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Figure D-3. Example of Withdrawal of Adoption Notice